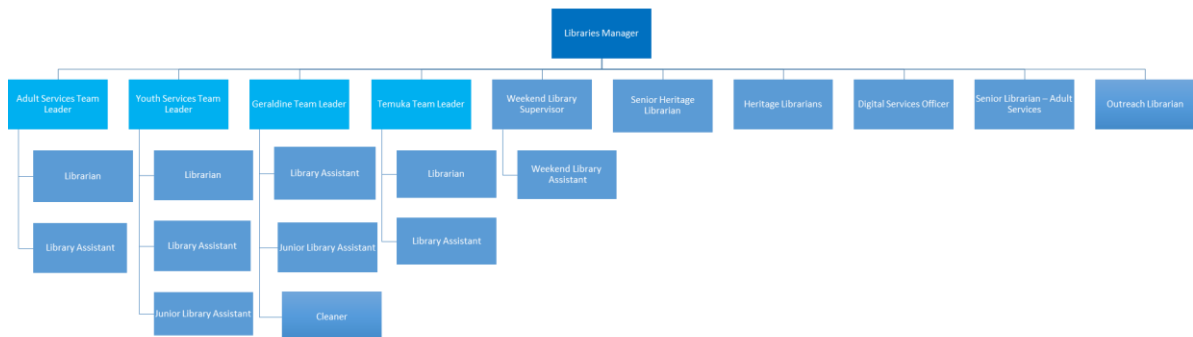


Position Description: Junior Library Assistant - Geraldine

Business Group	Community Services
Reports To	Geraldine Library & Service Centre Team Leader
Direct Reports	Nil
Date	January 2025
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Business Group Purpose

The Community Services Group encompasses Council’s Recreation and Cultural Facilities and Customer Services, User Experience, and Community Engagement portfolios and plays a key role in the delivery of recreation, cultural, and heritage services to the community to support the Council’s delivery of community outcomes and wellbeing’s.

This Group is responsible for leading the delivery of user experience and communications to all users of Council services, district residents, and ratepayers to support the delivery of community wellbeing's under the Local Government Act 2002.

In addition, the Community Services Group is responsible for the delivery of community initiatives, development and delivery of user experience initiatives, events, and services that support various strategic Council objectives and goals including a number of longer-term capital expenditure projects and community engagement initiatives.

Purpose of the Position

The Junior Library Assistant is responsible for duties associated with assisting in the delivery of quality library services and the successful and effective operation of the Library. The position will be working in the Geraldine Library & Service Centre with some flexibility required around rostered hours including working weekends.

Key Relationships / Customers

External	Internal
Members of the public	District Library Staff
Consultants	All TDC Staff
Contractors	
Providers	
Counterparts of other territorial authorities	

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. Contribute to the delivery of effective and responsive library services by providing friendly, prompt and professional customer service.

2. Help users to access and use library services through circulating materials, finding information, maintaining collections and instructing on use of resources.
3. Assist with circulation routines e.g. check in, check out of items, shelving, shelf tidying, book display.
4. Carry out shelf checks on a regular basis, checking for items that are misshelved or in need of repair.
5. Assist with registering and updating members.
6. Assist with cash handling, opening and closing procedures.
7. Assist with maintaining collections e.g. processing, mending.
8. Carry out general duties associated with the provision of services to adults, children and teens.
9. Assist customers looking for materials on the shelves, needing assistance on the online catalogue, APNK computers and circulation desk.
10. Maintains the general appearance of the public areas of the library; including but not limited to: display maintenance and tidying of the reading areas.
11. Assist with helping plan and participate in special programmes, such as used book sales and outreach programmes e.g. school holiday programmes, author talks.
12. Undertake other general library assistant duties.
13. Assist with positive action to deal with disruptive or problem patrons.
14. Provide high quality customer services with energy and commitment.
15. Undertake training and personal development as required.
16. Actively engage in setting own goals and objectives.
17. Assist with other duties as reasonably required by the Geraldine Library & Services Centre Team Leader.
18. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
19. Actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.

20. Be actively involved in Civil Defence Emergency Management when required.
21. Live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
22. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	NCEA Level 1 or equivalent.
Desired Qualification	
Minimum Experience	No minimum required.
Desired Experience	12 months plus relevant experience in a similar role.
Mandatory Training requirements (these may be reviewed and updated from time to time)	First Aid.

Key Competencies / Skills / Knowledge

- Be a committed team player with a commitment to high quality library service.
- Ability to work independently, unsupervised and in a team environment.
- A flexible approach to change and a desire to embrace the opportunities arising from changes in the library field.
- Working knowledge of library methods and procedures.
- To be confident and up-to-date with information technology and with adopting new technologies.
- To be able to assist the public in the use of new technologies.
- Numeracy and literacy skills.
- The ability to work quickly and accurately.
- Organisational and time management skills.
- Cash handling skills.
- Excellent interpersonal and communication skills.

- Willingness to maintain skills and embrace new training opportunities.
- Physical fitness and stamina suited to a busy customer service environment and the handling of a large numbers of books and other library items.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

Libraries Manager

Junior Library Assistant - Geraldine

Date

Date